

POLICY BULLETIN

CHILD NUTRITION PROGRAMS

CCC 02-06

April 17, 2006

SUBJECT: CACFP Forms and the Utah Simplified Food Buying Guide

CONTACT: Sonia Pineda PH: (801) 538-7683

Enclosed you will find master copies of manual forms that have been developed to assist you in administering the CACFP at your institution. These forms are the most current revision. Periodically revisions are necessary to address changes in program regulations and as needs arise. Please discard any old versions of these forms that you may have and replace them with these new and revised versions. There is a section in your *Policy Materials Manual* where you may keep program documents and forms. **You are not required to use these forms developed by our agency unless specifically noted**, but please remember that if you develop your own forms, the same information needs to be included so as to meet the same purpose or have the same result.

Also enclosed is a CD copy of all forms. Some of the forms created in Excel are automated. This means they contain formulas that calculate the mathematical functions for you. See enclosed general instructions for automated CACFP forms.

For your convenience, these forms are also available on our website at www.schools.utah.gov/cnp

It has come to our attention that some commercial software being used has either technical problems or is not being updated to reflect USDA changes in servings per unit. Remember that as a participating institution, you are responsible to ensure that computer and software programs function properly and provide accurate information, including those provided by USOE.

Feel free to make copies from the enclosed forms or from the CD to use at your institution. You may also make copies directly from our website. We hope that this will make it easier for you to have our forms readily available for your use.

The enclosed manual forms are as follows:

- CACFP Day Care Enrollment
- CACFP Enrollment Addendum
- CACFP Master List of Enrolled Children

- CACFP Sign In/Sign Out Log (by child and by center)
- CACFP Training Agenda
- CACFP Special Diet Statement
- CACFP Infant Feeding Record/Weekly Charting
- CACFP Infant Meals and/or Formula Waiver (**State Agency Form Required**)
- CACFP Menu and Production Record
- CACFP Monthly Ledger
- CACFP Weekly Record of Meals Served (includes weekly meal count summary and monthly meal count summary)
- CACFP Sponsor Site Monitoring
- CACFP Field Trip Request
- CACFP CCC Self Evaluation Checklist

The following automated forms and samples are available on the CD or on our Web site:

- AUTO CACFP Monthly Ledger
- AUTO CACFP Master List of Enrolled Children
- AUTO CACFP Menu & Production Record Day 1-5 (for use in cycle menus)
- AUTO CACFP Menu & Production Record, Master
- AUTO CACFP Weekly Record of Meals Served (includes weekly meal count summary and monthly meal count summary)
- Sample-Auto CACFP Monthly Ledger
- Sample-Auto CACFP Weekly Record of Meals Served (includes weekly meal count summary and monthly meal count summary)
- Sample-Auto CACFP Menu & Production Record
- Sample-CACFP Master List of Enrolled Children

Also included with this bulletin is an **official** copy of the Utah Simplified Food Buying Guide. A “draft” copy of this buying guide was distributed during the 2002 Integrity Conference. Please discard the draft copy and replace it with this one. The Utah Simplified Food Buying Guide helps eliminate math problems since the calculations have been done for you. It includes serving sizes not listed in the USDA Food Buying Guide and includes only products most commonly used in Utah. On page -v- you will find instructions on how to use this guide.

If you have any questions on this bulletin, please contact your assigned specialist.